

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**July 29, 2024 / 4:30 p.m.**  
**Board Room, Building A**

**AGENDA**

**OPENING ITEMS:**.....Chairperson

- Call to Order; The Pledge of Allegiance followed by a Moment of Silence
- Determination of a Quorum

**PRESENTATIONS:** None.

**TAB 1:** Approval of the Minutes of the June 10, 2024 Board Budget Meeting.....Chairperson

**PUBLIC COMMENT:** None.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**PERSONNEL:** *(2023-2024 end & 2024-2025 start) Main Campus & Institute of Public Safety*

**TAB 2:** **CONSENT AGENDA** *(Tabs 2 – a -e): (action topics)*

**PERSONNEL:** *(Main Campus & Institute of Public Safety) Ending 23-24 and Beginning 24-25  
(Charter Board Approval supports quarterly turnover reported by LTC to LCS Human Resources)*

- 2a:** **APPOINTMENT, 2<sup>ND</sup> ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT FT/PT 4531/4535:**
- 2b:** **REQUEST TO HIRE Full-time/Part-time 4531/4535:**
- 2c:** **NON-REAPPOINTMENT, RESIGNATION, RETIRING, TERMINATION, OR TRANSFER  
Full-time/Part-time 4531/4535:**
  - **Program Specialist Adult Prep (Health Sciences) – Terry, Melissa A (169200) effective 07/22/24**
- 2d:** **2024-2025 Occupational Advisory Committee Members**
- 2e:** **Non-Cash Distributions and Property Disposition** *(4<sup>th</sup> quarter reports)*

**NEW BUSINESS:** *(Tabs 3 – 7)*

**TAB 3** **At-A-Glance Budget Summary** *(April 30, 2024 – June 30, 2024) (no action required)*

**TAB 4:** **2024-25 Memo of Understanding between Lake Technical College and City of Tavares**  
*(Facility Management Operation Agreement)*

**TAB 5:** **2024-25 Lake Technical College Organizational Chart** *(Annual review and approval for COE)*

**TAB 6:** **2024-2025 Lake County Schools Contract for Services for Purchase by Charter Schools and Annual Costs**

- *Annual Costs for Purchased Services Form*
- *Contract for Services for Purchase*

**TAB 7:** **2024-25 Hutto Services Janitorial Proposal**

**BOARD CHAIRPERSON REPORT:** Open discussion.

**EXECUTIVE DIRECTOR REPORT:** *(non-action topics)*

- Construction updates
- Grant updates

**UPCOMING EVENTS:** *(non-action topics)*

1. Fall Occupational Advisory Committee Reception – Thursday, September 19, 2024 @ 6:00 p.m.
2. Calendar Details:
  - LTC 206-day Instructors Pre-planning Week begins Monday, August 5, 2024
  - LTC Students begin classes for the 24-25 SY the week of Monday, August 12, 2024

**Campus Life Calendar/Schedule of Program Graduation Ceremonies:**

- EMT Graduation - Thursday, September 5, 2024 6:00 PM-7:00 PM, IPS - Room 302

**DATE/TIME OF NEXT MEETING:**

**Pre-schedule dates for 2024-2025 school year:**

*(Location: Building A – Board Room unless otherwise notified)*

- 1<sup>st</sup> qtr. – Monday, July 29, 2024 @ 4:30 p.m.
- \*1<sup>st</sup> qtr. – Monday, September 16<sup>th</sup>, 2024 @ 4:30 p.m. Annual Budget Meeting\*
- 2<sup>nd</sup> qtr. – Monday, December 9, 2024 @ 4:30 p.m.
- 3<sup>rd</sup> qtr. – Monday, March 17, 2025 @ 4:30 p.m.
- 4<sup>th</sup> qtr. – Monday, May 19, 2025 @ 4:30 p.m.\*
- \*4<sup>th</sup> qtr. – Monday, June 9, 2025 @ 4:30 p.m. End of Year Budget and Employee Updates\*

**ADJOURNMENT:**